

Utah Job Match (UJM)
RECRUITMENT PLANNING WORKSHEET

Please complete this information to initiate an UJM Recruitment.

Agency: _____

Division/Bureau/Work Unit: _____

Hiring Official (name/title/telephone #): _____

Check the type of Recruitment below:

- () Public/career service () Statewide/Career Service () Internal/Low Org(s) _____
 () Temporary () Temporary—May become Career Service () Seasonal
 () Other _____

Schedule A (if applicable):

- () with benefits () without benefits

Check work schedule below:

- () Full Time () Part-Time (specify hours/week) _____

List Certification, Licensure, or Other Requirements below:

- () Certification(s) Required at Time of Hire: _____
 () Certification(s) Required by end of Probationary Period: _____
 () License Required _____
 () Other Requirements (i.e., background investigation/drug testing, etc.) _____

Special Working Conditions or Physical Requirements: _____

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- Active Position in UJM: Position ID: _____
 - Job Title/Job ID/Salary Range: _____
 - Maximum starting salary to be offered to incumbent: _____
 - Will other advertising be conducted? () Yes () No If yes, list publications and dates of advertisement(s) _____

Applicant Rating

Questions will be developed for listed Required/Desired Knowledges, Skills, Abilities and Other characteristics (KSAOs).

- List one to three (1-3) required KSAOs. Candidates who do not possess these KSAOs will be rated as “not qualified”.

- (1) _____
 (2) _____
 (3) _____

- List, in order of importance, three to five (3-5) KSAOs that are desired for this position.

- (1) _____
 (2) _____
 (3) _____
 (4) _____
 (5) _____

- In addition, have applicant submit a resume () Yes () No

Note: Required(R) KSAOs must be identified as “R” on the UJM position analysis.